

# ELECTION OFFICIALS' ACCREDITATION

2013

# INTRODUCTION TO THE POWERPOINT

- This Power Point Presentation is currently being used in the Election Officials' Accreditation training sessions. It is to be used in conjunction with the Election Officials' Accreditation manual. This manual can be found on the *Information for Election Administrators* page at [www.michigan.gov/elections](http://www.michigan.gov/elections)
- Throughout the slides boxes will appear in the upper right hand corner of the screen.

11

- an orange box refers to a page in the Election Officials' Accreditation manual

200

- A green box refers to a page in the Appendix of the Election Officials' Accreditation manual

# PROGRAM OVERVIEW

1. Attend Workshop

2. Review Manual

3. Take Exam

# CHAPTER 1

## STRUCTURE OF MICHIGAN ELECTIONS

### Secretary of State

Board of State  
Canvassers

Bureau of  
Elections

Board of County  
Canvassers

County Election  
Commission

County Clerks

Local Election  
Commission

Local Clerks

(Local Board of  
Canvassers)

# CHAPTER 2

## VOTER REGISTRATION

### National Voter Registration Act – (NVRA) - 1993



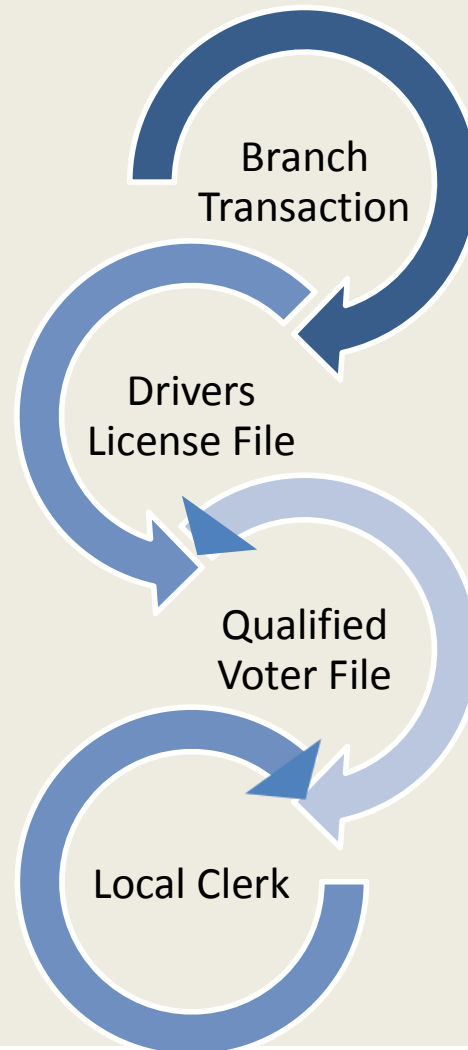
- ☐ “Motor Voter”
- ☐ Cannot cancel for inactivity
- ☐ Notices to voters

### Help America Vote Act – (HAVA) - 2002



- ☐ Provisional balloting
- ☐ First time registrant
- ☐ Age & Citizenship Questions

# QUALIFIED VOTER FILE – DATA EXCHANGE



# VOTER REGISTRATION QUALIFIED VOTER FILE INBOX

Moved  
To

Cancels Voter

Pull Master  
Card and  
Retain 5 years

Moved  
From

New Voter to  
the  
jurisdiction

Send Voter ID  
Card & Create  
Master Card

Changed  
Address  
To

Voter's  
address was  
updated  
within the  
jurisdiction

Send Voter ID  
Card &  
Update  
Master Card

New  
Voter

New Voter to  
the State &  
jurisdiction

Send Voter ID  
Card & Create  
Master Card

Status  
Changed  
to  
Cancel

Cancels Voter

Pull Master  
Card and  
Retain 5 years

Voter  
Info  
Updated

Voter updated  
their name,  
DOB, gender,  
etc.

Send Voter ID  
Card (if nec.)  
& Update  
Master Card

Moved  
Out of  
State

Cancels Voter

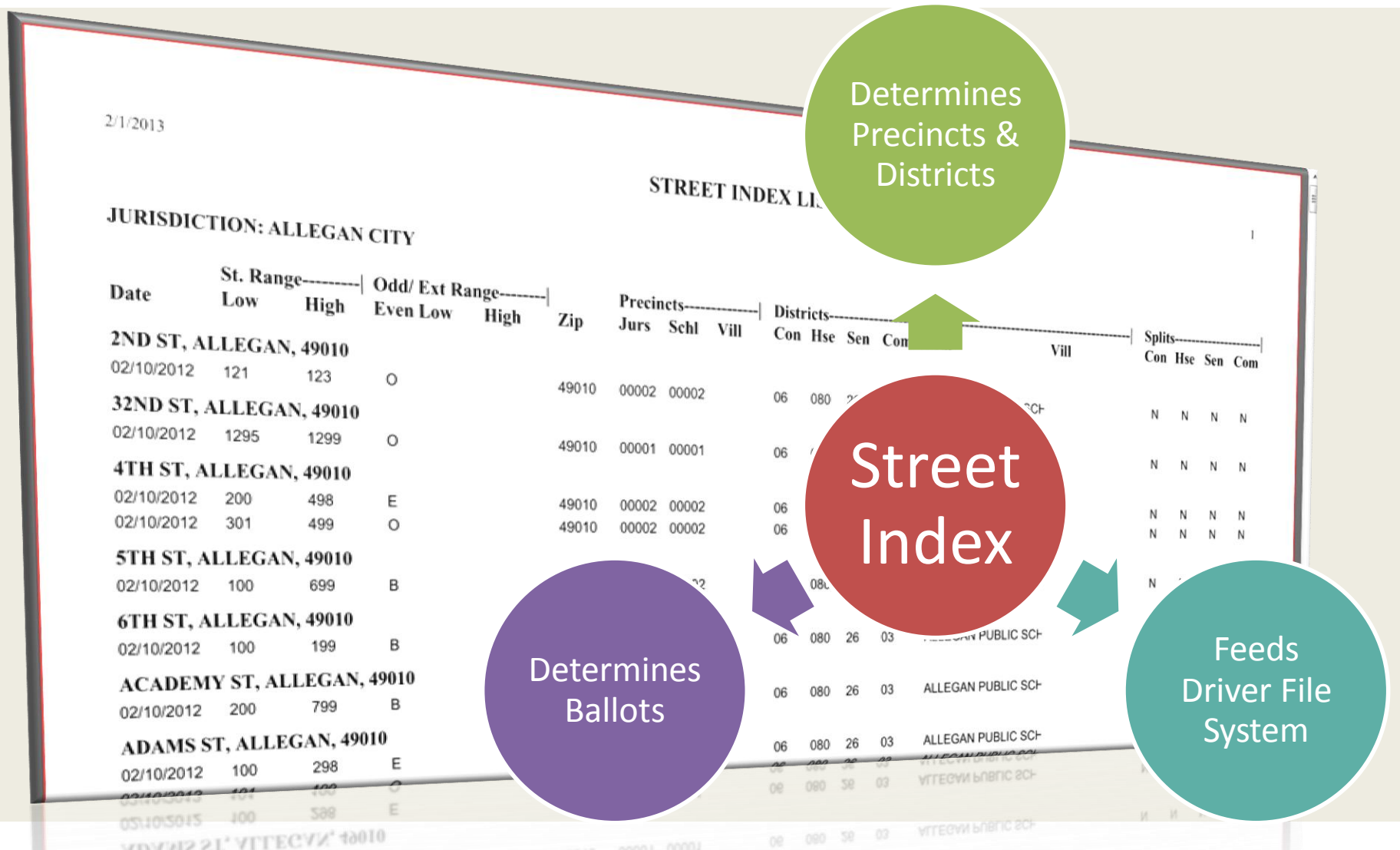
Pull Master  
Card and  
Retain 5 years

Surren-  
dered  
License

Moves voter  
to a verify  
status

No Action  
Required,  
state sends  
notice & sets  
CCD

# QUALIFIED VOTER FILE STRUCTURE





# VOTER REGISTRATION APPLICATION SOURCES

175-177

**Secretary of State**  
Ruth Johnson  
www.Michigan.gov/sos

**MICHIGAN VOTER REGISTRATION APPLICATION**

SAVE THIS RECEIPT.

01/01/2007 P4T005172 0142

**Junior Thomas Baggett**  
101B Michigan Ave  
Harrisville MI 48740

Voter Jurisdiction **Harrisville** Township

01/01/2007 P4T005172 0142

**Junior Thomas Baggett**  
101B Michigan Ave  
Harrisville MI 48740

Voter Jurisdiction **Harrisville** Township

Mailing Address

County **Oakland**

Driver License/Personal ID Number **B123 456 789 101**

Sex **M** Birthdate **01/01/1950**

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? ☒ YES ☐ NO  
WILL YOU BE 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? ☒ YES ☐ NO  
IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT COMPLETE THIS FORM.

**Voter Declaration - Read and Sign Below. I certify that:**  
- I am a citizen of the United States.  
- I am a resident of the State of Michigan and will be at least a 30 day resident of my city or township by election day.  
- I will be at least 18 years of age by election day.  
- I authorize cancellation of any previous registration.  
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under Federal or State laws.

**IMPORTANT - SIGN TWO LINES BELOW**

X Junior T. Baggett 11/01/07  
Signature of Applicant Date

01/01/2007 P4T005172 0142

X Junior T. Baggett 11/01/07  
Signature of Applicant Date

01/01/2007 P4T005172 0142

PHONE NUMBER (optional) \_\_\_\_\_

SCHOOL DISTRICT (if known) \_\_\_\_\_

ED-74 (10/04) Authority Granted Under Act 116 of 1954

ate?  
your last address:

Branch  
Form

## State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form (For use by Michigan designated Agency only)

Designated  
State  
Agency  
Form

United States of America? Will you be 18 ye  
☐ Yes ☐

check "No" in response to either of these question  
First Name

(house number and street/road)

MI Zip Code

## State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address

Mail-In  
Form

Are you a citizen of the United States of America?  
Will you be 18 years of age on or before election c  
► If you responded **No** to either of these questions

lication  
First Name

**MICHIGAN CHANGE OF ADDRESS/VOTER REGISTRATION**

64  
Number  
12

B. TO REGISTER TO VOTE YOU MUST BE: A United States citizen; at least 18 years of age (by election day); and a resident of Michigan and the city or township where you are going to register to vote.

Are you a citizen of the United States of America? ☒ YES ☐ NO SEP 28 2007

Will you be 18 years of age on or before election day? ☒ YES ☐ NO

If you checked "NO" in response to either of these questions, do NOT complete Part C or Part D as you cannot register to vote.

☐ Male ☒ Female Birth Date 11/01/50 County of Residence Kalamazoo

☒ City ☐ Township of Residence Kalamazoo

(Sign as both X's)

X \_\_\_\_\_ Today's Date 09/30/12

**VOTER DECLARATION:** I certify that I am a citizen of the United States; I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day; and will be at least 18 years of age by election day. I authorize cancellation of any previous registration.

Renewal by  
Mail Form

- Armed Forces Recruitment offices \* Federal Post Card Application (FPCA) \* Walk-in \*

# VOTER REGISTRATION

## FIRST TIME APPLICANT – MAIL-IN FORM

### Michigan Election Law

Must Vote in Person (MVIP)

Does not apply to military, overseas, handicap, or over 60 voters

### Help America Vote Act (HAVA)

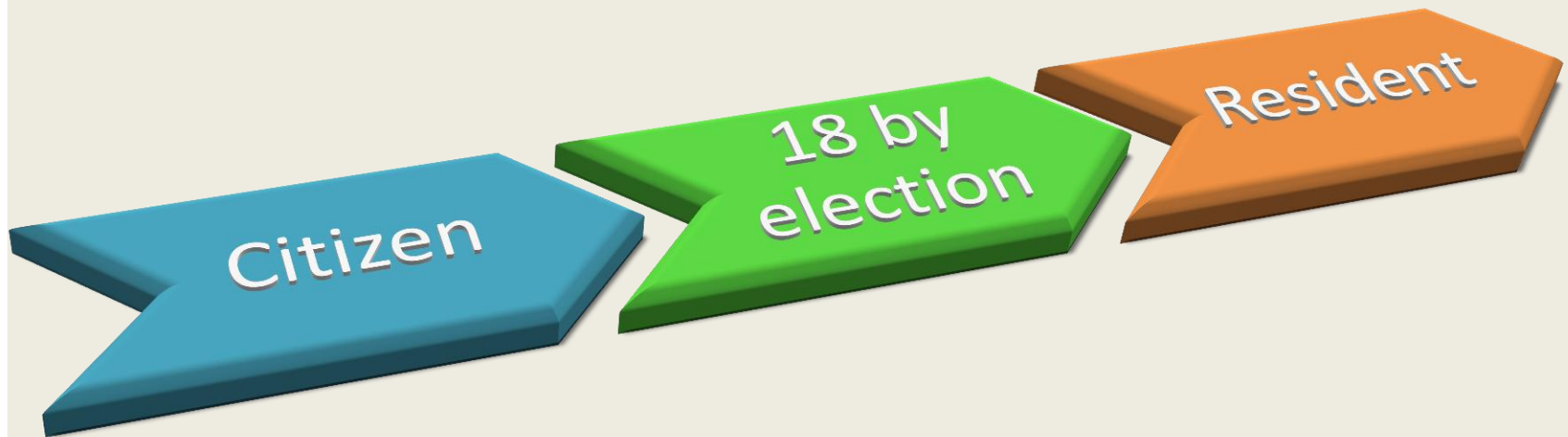
Must enter driver's license number or last four digits of SS# on the registration form; or

Send or show at the time of voting a copy of photo ID or paycheck, bill, etc. with name and address (ID)

Does not apply to military and overseas voters

# VOTER REGISTRATION

## VOTER QUALIFICATIONS



# VOTER REGISTRATION

## DETERMINING A COMPLETE FORM



### Complete Form

- Name
- Registration Address
- Birth Date
- Signature
- Citizenship Affirmation



### Reject Registration

- No Name
- No Residential Address
- No Year of Birth
- No Signature (non-BAM first time registrants only)
- Citizenship question answered No



### Verify Registration

- Incomplete address
- Incomplete DOB
- Unsigned form (if previously registered)
- Branch application never received
- Citizenship question Unanswered

# VOTER REGISTRATION PROCESSING

## Branch Forms

↓

Data electronically transferred to QVF & in-box

↓

Verify forms received transferred to QVF

↓

Send Voter ID Card

↓

Create Master Card

## Walk-in Registrants

↓

Verify photo ID or have voter complete the Affidavit

↓

Clerk enters into QVF – selecting Clerk's Office for the Change Agency

↓

Send Voter ID Card

↓

Create Master Card

## All Other Forms

↓

Clerk enters into QVF – selecting the correct Change Agency

↓

Send Voter ID Card

↓

Create Master Card

# VOTER REGISTRATION CHANGE OF ADDRESS

Provided  
by Voter

Within  
Jurisdiction

Update Address  
in QVF

Send new Voter  
ID Card

Outside  
Jurisdiction

Cancel Voter in  
QVF

Pull Master Card  
and Retain 5 Years

“Reliable”  
Information  
from a 3<sup>rd</sup> Party

Within  
Jurisdiction or  
Undeliverable

Mark Verify -  
Confirm  
Address/Moved  
Within in QVF

Send  
Confirmation  
Notice

Outside  
Jurisdiction

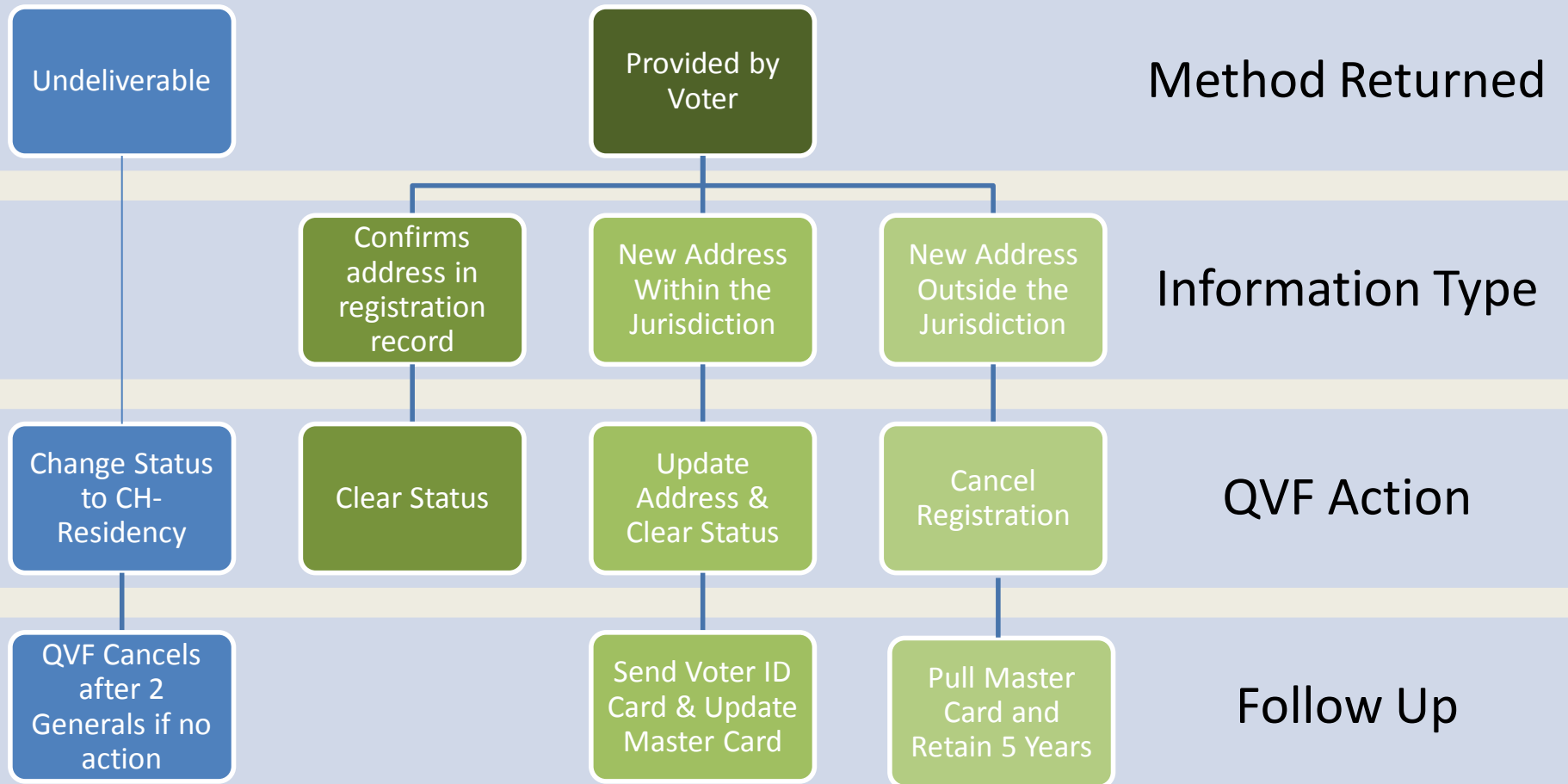
Mark Verify –  
Confirm  
Address/Moved  
Out in QVF

Send  
Cancellation  
Notice

QVF cancels  
after 2  
Generals if  
no action

# VOTER REGISTRATION

## RETURNED CONFIRMATION/CANCELLATION NOTICES



# VOTER REGISTRATION INACTIVE FILE & VOTER DATA PUBLIC

## Inactive Voter File

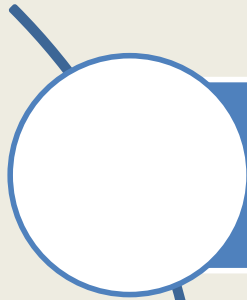
- Voter who has not voted in six consecutive years
- Voter who was sent a confirmation/cancellation notice
- Remain eligible voters
- Inactive voters are not counted toward precinct size limits

## Voter Data Public Except Items Listed Below

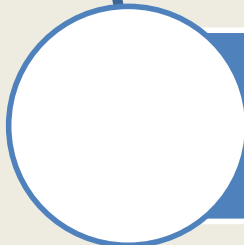
- Driver license or state personal ID card numbers
- Month and day of birth
- Phone numbers and/or email addresses
- Source of voter registration
- Any information regarding refusal to register to vote



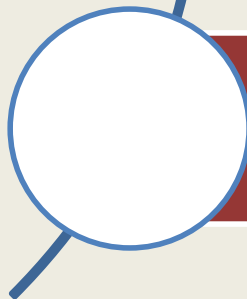
# VOTER REGISTRATION CANCELLATIONS



Voter authorizes in writing



Voter is deceased



Branch application received that states “Non-citizen previously entered in error” or “Customer no longer wants to be registered” - Notice Required

# CHAPTER 3

## CANDIDATE FILINGS

### Candidate with Political Party Affiliation – Partisan Office

- Partisan Nominating Petitions
- Some offices allow \$100 filing fee
- Affidavit of Identity
- Filing deadline

### Candidate without Party Affiliation - Partisan Office

- Qualifying Petitions
- Affidavit of Identity

### Non-Partisan Candidate – Non-Partisan Office

- Non-Partisan Nominating Petitions
- Affidavit of Identity

# CANDIDATE FILINGS

## PRELIMINARY INSPECTION – AFFIDAVIT OF IDENTITY

Provide Receipt of Filing

Verify form is complete

Must be signed and notarized

### AFFIDAVIT OF IDENTITY AND RECEIPT OF FILING

PLEASE COMPLETE SECTIONS I, II, III AND IV BELOW (Print or Type) – See Reverse Side for Important Notifications

<b>OFFICE USE ONLY</b>		Office Code _____	
Received by _____		Date of Filing _____	
No. of Petition Sheets or Receipt No. _____		CFR I.D. No. _____	

#### CANDIDATE IDENTIFICATION

Name \_\_\_\_\_ Birth date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Last) (First) (Middle) (Month) (Day) (Year)

Have you changed your name within the last 10 years for reasons other than marriage? ☐ Yes ☐ No  
 If yes, enter full former name here (See "Section A" on reverse) \_\_\_\_\_

**I WISH TO HAVE MY NAME APPEAR ON THE BALLOT AS PRINTED BELOW** (Nicknames/titles not permitted. See "Section B" on reverse.)  
 \_\_\_\_\_

Residence Address (Street Address, City, Zip Code) \_\_\_\_\_

Mailing Address (See "Section C" on reverse) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

☐ City, ☐ Township of \_\_\_\_\_ Precinct # (required) \_\_\_\_\_ and Ward # (if any) \_\_\_\_\_  
 County of \_\_\_\_\_ Resident of County for \_\_\_\_\_ years. Resident of Michigan for \_\_\_\_\_ years.

I am a citizen of the United States: ☐ Yes ☐ No (You must be a United States citizen to seek office.)  
 I am registered and qualified to vote at the address listed above: ☐ Yes ☐ No

#### OFFICE SOUGHT

Date of Election \_\_\_\_\_ Primary Election \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ General Election \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Month) (Day) (Year) (Month) (Day) (Year)

Office Sought \_\_\_\_\_ District/Circuit # (if applicable) \_\_\_\_\_

If a partisan office, list political party \_\_\_\_\_ (Note: If filing a Qualifying Petition list "No Party Affiliation")

Term of Office ☐ Regular Term ☐ Partial Term Expiring \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Month) (Day) (Year)

Judicial Candidates Only (See "Section D" on reverse) ☐ Incumbent Position ☐ Non-Incumbent Position ☐ New Judgeship

#### III. FILER'S ACKNOWLEDGMENT – This filing contains the following (check all that apply):

☐ Nominating or Qualifying Petitions (Estimated number of signatures: \_\_\_\_\_)

☐ Filing Fee of \$100.00 (if applicable)

☐ Certification of Party Nomination and Certificate of Acceptance (if applicable)

☐ Affidavit of Constitutional Qualification (judicial candidates only)

☐ Affidavit of Candidacy (incumbent judicial candidates only)

☐ Destroy petitions in January

☐ Return petitions in January

#### IV. CAMPAIGN FINANCE COMPLIANCE STATEMENT AND ATTESTATION

By signing this affidavit, I swear (or affirm) that the facts I have provided are true. I further swear (or affirm) that the facts contained in the statement set forth below are true. (See Section "E" on reverse for further information.)

**At this date, all statements, reports, late filing fees, and fines due from me or any Candidate Committee organized to support my election to office under the Michigan Campaign Finance Act, PA 388 of 1976, have been filed or paid.**

I acknowledge that making a false statement in this affidavit is perjury – a felony punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both. (MCL 168.558, 933 and 936)

#### SIGNATURE OF CANDIDATE

Subscribed and sworn to by \_\_\_\_\_ Name of Notary \_\_\_\_\_  
 before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Notary Public, State of Michigan, County of \_\_\_\_\_  
 My commission expires \_\_\_\_\_  
 Acting in the County of \_\_\_\_\_

Signature of notary public \_\_\_\_\_

# CANDIDATE FILINGS

## PETITION SIGNATURE REQUIREMENTS

	Partisan Petition		Non Partisan Petition		Qualifying Petition	
Population	Min	Max	Min	Max	Min	Max
0-9,999	3	10	6	20	9	30
10,000-24,999	20	50	40	100	60	150
25,000-49,999	50	100	100	200	150	300
50,000-74,999	100	200	200	400	300	600
75,000-99,999	200	400	400	800	600	1200
100,000-199,999	300	500	600	1000	900	1500
200,000-499,999	500	1000	1000	2000	1500	3000
500,000-999,999	1000	2000	2000	4000	3000	6000
1,000,000-1,999,999	2000	4000	4000	8000	6000	12000
2,000,000-4,999,999	4000	8000	6200	12000	12000	24000
Over 5 million (state-wide)	15000	30000	30000	60000	30000	60000

# CANDIDATE FILINGS

## PRELIMINARY INSPECTION – PETITIONS

**INSTRUCTIONS ON REVERSE SIDE**

### NOMINATING PETITION (CITY/TOWNSHIP PARTISAN)

We, the undersigned, registered and qualified voters of the \_\_\_\_\_ City \_\_\_\_\_ Township of \_\_\_\_\_, in the County of \_\_\_\_\_, and State of Michigan, nominate \_\_\_\_\_ as candidate of the \_\_\_\_\_ Party for the office of \_\_\_\_\_ (Title of Office) \_\_\_\_\_ (District, if Any) to be voted for at the Primary Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**WARNING—A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.**

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

**CERTIFICATE OF CIRCULATOR**

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified registered elector of the City or Township listed in the heading of the petition, and the elector was qualified to sign the petition.

**WARNING—A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**

**CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**

(Signature of Circulator) \_\_\_\_\_ (Date) \_\_\_\_\_

(Printed Name of Circulator) \_\_\_\_\_

(City or Township Where Registered) \_\_\_\_\_

Complete Residence Address (Street and Number or Rural Route) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

# CANDIDATE FILINGS REVIEW AND FINAL DETERMINATION



## Acceptable

- Initials
- Titles
- Illegible handwriting
- Different address
- Name change
- Information in incorrect columns
- Incorrect or no zip code
- Ditto marks



## Unacceptable

- Not registered in jurisdiction
- Signature crossed out
- Signature incomplete or not dated
- Signature dated before allowed
- Signature dated after circulator
- No address listed
- Incomplete signature

# CANDIDATE FILINGS

## ADDITIONAL INFORMATION

Supplemental Filings

Withdrawal Deadline

Public Record of Petitions

Campaign Finance Filing Required

# CHAPTER 4

## WRITE-IN CANDIDATES

**WRITE-IN CANDIDATE  
DECLARATION OF INTENT**

(NAME OF CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT)

As a write-in candidate for public office, you must file this form no later than 4:00 p.m. on the second Friday immediately preceding the election. You may have additional filing obligations under Michigan's Campaign Finance Act (P.A. 388 of 1976). Ask your filing official for further information.

As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.

Name \_\_\_\_\_ (Print or Type) \_\_\_\_\_ (Post Office) \_\_\_\_\_ (Zip Code)

Residence Address \_\_\_\_\_ (Street Address)

☐ City or ☐ Township of \_\_\_\_\_ Birth Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

I am registered and qualified to vote at this address: ☐ Yes ☐ No Business Phone (\_\_\_\_) \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ General \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**DATE OF ELECTION:** Primary \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE SOUGHT:** \_\_\_\_\_ Precinct No. (if Precinct Delegate Candidate) \_\_\_\_\_

☐ District No. (if any) \_\_\_\_\_ ☐ Nonpartisan Office

☐ Partisan Office -- Party\* \_\_\_\_\_ (\*NOTE: Required for partisan primary election only) ☐ Other \_\_\_\_\_

**TERM:** ☐ Regular ☐ To Fill Vacancy - Term Ending \_\_\_\_\_

**JUDICIAL CANDIDATES ONLY:**

☐ Incumbent Position - Place a check in this box if you are running for a judicial office for which the incumbent is seeking reelection.

☐ Non-Incumbent Position - Place a check in this box if you are running for a judicial office for which the incumbent is not seeking reelection.

☐ New Judgeship - Place a check in this box if you are running for a newly created judicial seat.

By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the above elective office as a write-in candidate.

**SIGNATURE OF WRITE-IN CANDIDATE:** \_\_\_\_\_

Subscribed and sworn to by \_\_\_\_\_ Name of Notary: \_\_\_\_\_

before me on the \_\_\_\_\_ day of \_\_\_\_\_ Notary Public, State of Michigan, County of \_\_\_\_\_

My commission expires \_\_\_\_\_

Acting in the County of \_\_\_\_\_

Signature of notary public \_\_\_\_\_

**OFFICE USE ONLY**

OFFICE CODE \_\_\_\_\_ DATE OF FILING \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

CFR LD. \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

Revised 02/2007

Declaration  
of Intent

Must be filed by 4  
p.m. on the 2<sup>nd</sup>  
Friday before the  
election

Must be filed for  
write-in votes to  
count

Requirement  
waived if a  
candidate dies  
after the filing  
deadline



# WRITE-IN CANDIDATES RECORDING VOTES

**PRESS FIRMLY!**  
YOU ARE MAKING 3 COPIES

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

Ward # \_\_\_\_\_

**WRITE-INS ONLY**

Precinct # 3 Name of City, Township, Village or School District: ACME

OPTICAL SCAN

**STATEMENT OF VOTES**

Date of Election: 11/7/07

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES										TOTAL WRITE-IN VOTES
			5	10	15	20	25	30	35	40	45	50	
William Smith	Township Clerk	Republican											12
W. Smith	Township Clerk	Republican											2
Bill Smith	Township Clerk	Republican											21
Judith Jones	Township Clerk	Democrat											7
Judy Jones	Township Clerk	Democrat											3
Judyth Jones	Township Clerk	Democrat											1
Judy Johns	Township Clerk	Democrat											1
Jim Taylor	State Rep- 33 <sup>rd</sup> Dis.	Republican											6
Jimmy Taylor	State Rep- 33 <sup>rd</sup> Dis.	Republican											2

- ✓ Oval must be completed
- ✓ Selection must be written in the correct position on the ballot
- ✓ Tally each name variation
- ✓ Check for "false" overvotes

# CHAPTER 5

## PRECINCT DELEGATE CANDIDATES

### Creation of Positions

- County Chair of each Party
- Certifies to County Election Commission
- By April 1<sup>st</sup> for August Primary

### Filing Requirements

- Affidavit of Identity (only)
- 13<sup>th</sup> Tuesday prior
- Represents precinct of residence
- Campaign Finance not required

### Write-In Candidate Declaration of Intent

- 4 p.m. Friday prior to the election
- Election Day

### Canvass & Certification

- Completed at Precinct
- Special Process if using AVCB

# CHAPTER 6

## ABSENTEE VOTING PROCESS



# ABSENTEE VOTING APPLICATION PROCESS

55

206

Request  
must be  
in  
writing  
and  
contain:

- Reason
- Signature

Complete and return to: **Application for Absent Voter's Ballot** Approved by \_\_\_\_\_

**WOODLAND TOWNSHIP**  
7310 BROWN RD  
LAKE ODESSA MI 48849

**ELECTION: 11/06/2012**

As a duly qualified and registered elector in the County of BARRY, Jurisdiction of WOODLAND TOWNSHIP, State of Michigan, I hereby make application for official ballot, to be voted by me at the above indicated election.

**JOHN MCQVF**  
123 MAIN ST  
CLERKVILLE, MI 44444

Check reason(s) why you are requesting ballot. If a reason is not checked for an election, an absentee ballot will not be issued for that election.

See reverse side for additional instructions and warnings.

**Check Reason**

☐ I am 18 years of age or older.  
☐ I expect to be absent from the community in which I am registered for the entire time the polls are open on Election Day.  
☐ I am physically unable to attend the polls without the assistance of another.  
☐ I cannot attend the polls because of the terms of my religion.  
☐ I have been appointed an election precinct inspector in a precinct other than the precinct where I reside.  
☐ I cannot attend the polls because I am confined to jail awaiting arraignment or trial.

**SIGN HERE** ☒ I declare the foregoing statement(s) to be true.

(SIGNATURE OF VOTER) \_\_\_\_\_ (DATE) \_\_\_\_\_

NOTE: Michigan law requires that A.V. Ballots be sent to your registered address unless you are hospitalized, institutionalized, or at an address outside of your community. Complete the following ONLY if you want your ballot sent to an address outside of your community or to a hospital or other institution.

**SEND ELECTION BALLOT TO:**

\_\_\_\_\_  
(NAME)  
(ADDRESS)  
(CITY)  
(STATE)  
(ZIP)

**(Clerk's Use Only)**

Filed: \_\_\_\_\_ Mailed: \_\_\_\_\_ Returned: \_\_\_\_\_  
WAP/PC: 00000 Ballot No: \_\_\_\_\_ Clerk: \_\_\_\_\_

00000 11/06/2012

Barcode

Ballot No: \_\_\_\_\_  
Voter No: \_\_\_\_\_

**JOHN MCQVF**  
123 MAIN ST  
CLERKVILLE, MI 44444

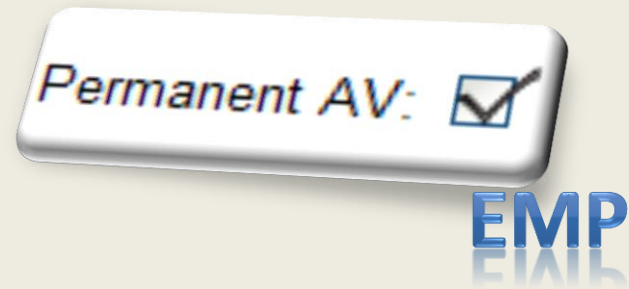
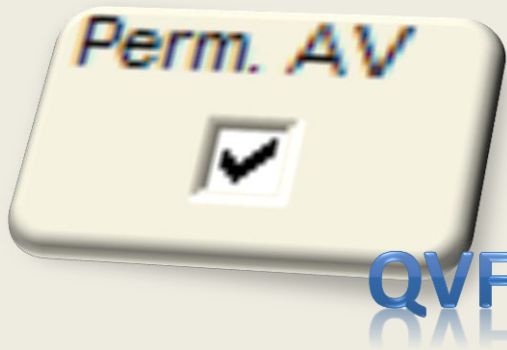
APPROVED \_\_\_\_\_  
(Inspector of Election)

# ABSENTEE VOTING PERMANENT APPLICATION LIST

Voter Requests  
to be placed on  
the list



Clerk sends  
application prior  
to every election



# ABSENTEE VOTING DEADLINES

2 p.m. Saturday prior



By Mail

4 p.m. Monday prior



In  
Person

4 p.m. Election Day



Emergency

# ABSENTEE VOTING

## POSSESSION OF SIGNED APPLICATIONS - RESTRICTED

# Authorized

- Applicant
- **Member of the Applicant's Immediate Family**
- **Person Residing in the Applicant's Household**
- Person Whose Job Includes Handling of Mail
- **Registered Elector Asked to Handle the Application by the Applicant**
- **Authorized Election Official**

FILL OUT THIS BOTTOM PORTION ONLY IF YOU ARE ASSISTING A VOTER IN FILING THIS APPLICATION

### Certificate of Authorized Registered Elector Returning Absent Voter Ballot Application

I certify that my name is \_\_\_\_\_, my address is \_\_\_\_\_, and my date of birth is \_\_\_\_\_; that I am delivering the absent voter ballot application of \_\_\_\_\_ at his or her request; that I did not solicit or request to return the application, that I have not made any markings on the application; that I have not altered the application in any way; that I have not influenced the applicant; and that I am aware that a false statement in this certificate is a violation of Michigan election law.

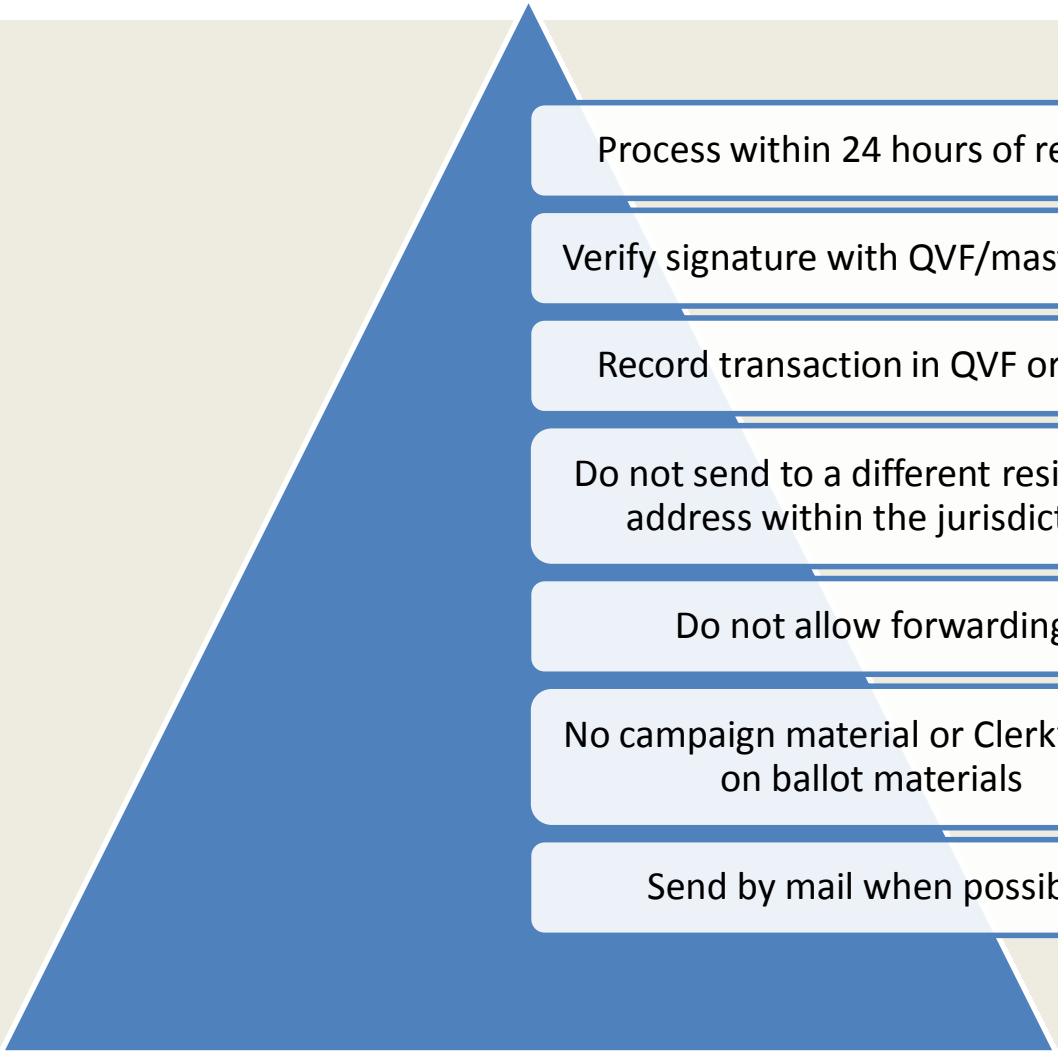
**Sign**

**Here:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ABSENTEE VOTING BALLOT ISSUANCE PROCESS



Process within 24 hours of receipt

Verify signature with QVF/master card

Record transaction in QVF or EMP

Do not send to a different residential  
address within the jurisdiction

Do not allow forwarding

No campaign material or Clerk's name  
on ballot materials

Send by mail when possible



# ABSENTEE VOTING

## RETURN OF VOTED BALLOTS

58-59

212

### Authorized

- Voter
- Member of the Voter's Immediate Family
- Person Residing in the Voter's Household
- Person Whose Job Includes Handling of Mail
- **Authorized Election Official**

#### TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON

I assisted the above named absent voter who is disabled or otherwise unable to mark his/her absent voter ballot pursuant to his/her directions. The absent voter ballot was inserted into the return envelope without being exhibited to any other person.

Signature of Person  
Assisting Voter \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

A PERSON WHO ASSISTS AN ABSENT VOTER AT

### Assistance Statement

# ABSENTEE BALLOTING BALLOT RECEIPT PROCESSING

59-60

212

## TO BE COMPLETED BY THE ABSENT VOTER

I assert that I am a qualified and registered elector of the city, township, village or school district named herein\*. I am voting as an absent voter in conformity with state election law. Unless otherwise indicated, I personally marked the ballot enclosed in this envelope without exhibiting it to any other person.

I further assert that this absent voter ballot is being returned to the clerk or an assistant of the clerk by me personally; by public postal service, express mail service, parcel post service, or other common carrier; by a member of my immediate family; or by a person residing in my household.

## SIGN HERE:

X

\_\_\_\_\_  
Signature of Absent Voter

\_\_\_\_\_  
Date

THE ABOVE FORM MUST BE SIGNED OR YOUR VOTE WILL NOT BE COUNTED.

AN ABSENT VOTER WHO KNOWINGLY MAKES A FALSE  
STATEMENT IS GUILTY OF A MISDEMEANOR.

Verify signature on envelope

Record transaction in QVF or EMP

Securely store until Election Day

# ABSENTEE BALLOTING



Reject a deceased or  
sentenced absentee  
voter's ballot



Posting of Absentee Voter  
Information required on  
Election Day – 3 times

# CHAPTER 7

## MILITARY AND OVERSEAS VOTERS



### Department of State

Ruth Johnson, Secretary of State

[Michigan.gov Home](#)
[SOS Home](#)
[Site Map](#)
[FAQs](#)
[Online Services](#)
[Forms](#)
[Contact SOS](#)
[Search](#)

#### Elections in Michigan

- [Information for Voters](#)
- [Michigan Voter Information Center \(MVIC\)](#)
- [Information for Candidates](#)
- [Information for Election Administrators](#)**
  - [Qualified Voter File \(QVF\)](#)
  - [News You Can Use \(NYCU\)](#)
  - [Election News \(Current and Archives\)](#)
  - [Legislative Updates](#)
  - [Upcoming Elections](#)
  - [Previous Election Information](#)
  - [Campaign Finance Disclosure](#)
  - [Lobby Disclosure](#)
  - [Casino Disclosure](#)
  - [Legal Defense Funds](#)

print friendly   email this page   [Like](#)   [Tweet](#)   [Share](#)

### Military and Overseas Voter Information

- [Military and Overseas Voter Introduction](#)**

In 1986, the federal government passed the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) providing special registration and absentee voting provisions for military and overseas civilians. In addition UOCAVA authorized the use of the Federal Write-In Absentee Ballot (FWAB). The Federal Voting Assistance Program (FVAP) was created by the Department of Defense to oversee UOCAVA. In 2009 the federal Military and Overseas Empowerment Act (MOVE Act) and corresponding state legislation was passed expanding UOCAVA by further allowing a UOCAVA voter to submit one AV application for a calendar year, ballot(s) to be sent to the UOCAVA voter via email or fax, establishing a 45-day absent voter ballot delivery requirement, and expanding the use of the FWAB. In 2012, the state legislature passed PA 279 of 2012 further expanding the use of the FWAB to local and state offices.

#### Instructions

- [Merit Election Email Account - How To Set-up Automatic Forwarding](#) **PDF**
- [Military and Overseas Voters Manual for Election Administrators \\*\\*NEW\\*\\*](#)** **PDF**

#### Forms

- [Email Message Template](#) **DOC**
- [Voter Certificate](#) **PDF**
- [Voter Instructions - E-Mail or Fax](#) **PDF**
- [Voter Instructions - Postal Mail](#) **PDF**

#### Communications

- [February 2013 Military and Overseas Voter \(MOVE\) Ballot Compliance Survey](#)

#### References

- [Federal Voting Assistance Program Website - for Election Officials](#)

[nents/sos/Merit\\_Email\\_Forwarding\\_325303\\_7.pdf](#)

# MILITARY AND OVERSEAS VOTERS

## UOCAVA AND MOVE ACTS

### Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) (1986)

Registration and Absentee Voting Provisions

Federal Write-In Absentee Ballot (FWAB)

Federal Voting Assistance Program (FVAP)

### Military and Overseas Voter Empowerment Act (MOVE Act) (2009)

1 application for a calendar year

Mandating ballots be sent via email or fax if requested

45-day ballot delivery requirement

Ballot tracker

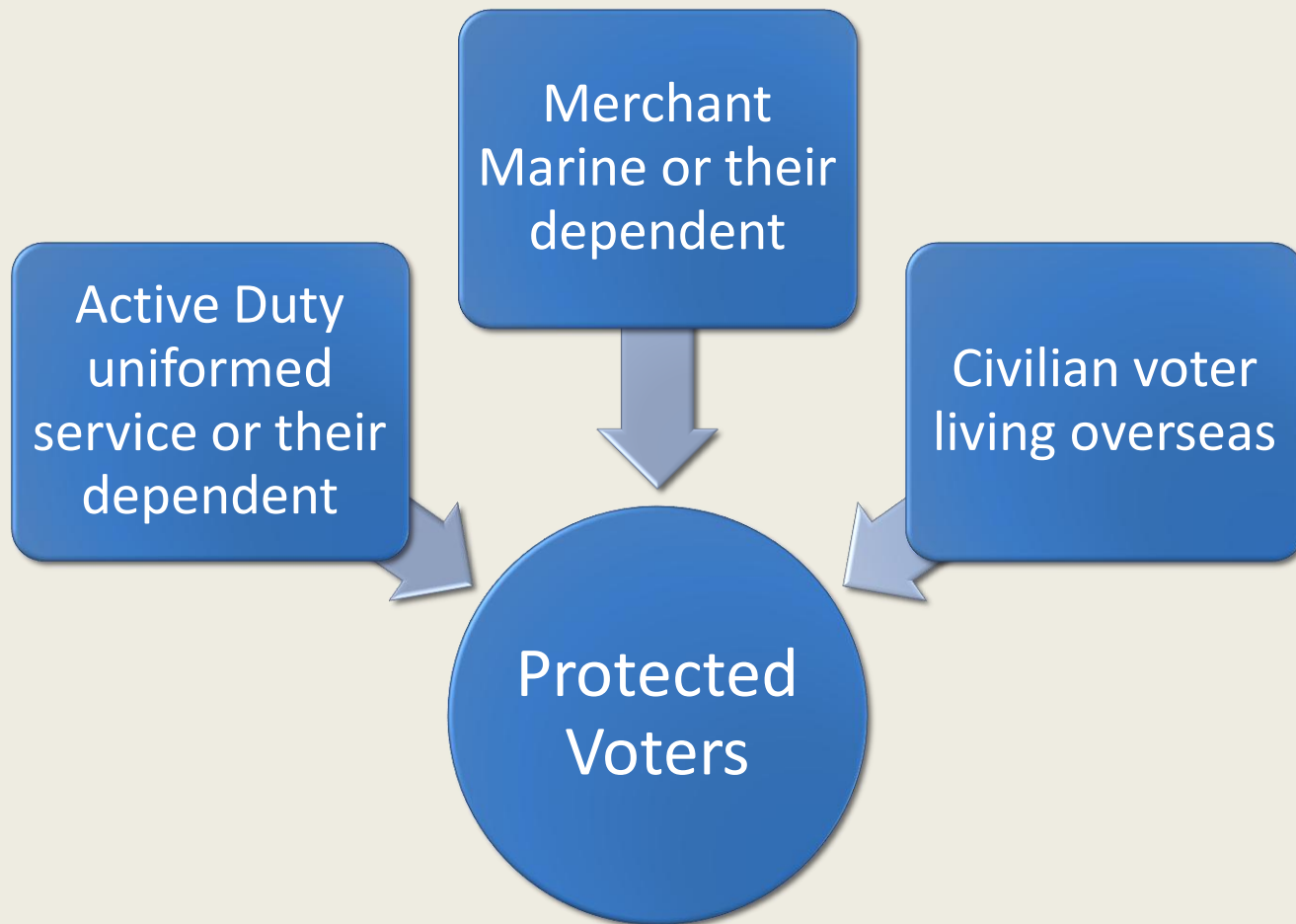
### Michigan Election Law (2010 & 2012)

FWAB for all offices/proposals

Local Clerks required to report ballots sent

SOS allowed to extend ballot receipt deadline

# MILITARY AND OVERSEAS VOTERS DEFINED



# MILITARY AND OVERSEAS VOTERS REGISTRATION PROCESS

**Federal Post Card Application (FPCA)**  
**Voter Registration and Absentee Ballot Request**

A quicker, easier to complete, electronic version of this form is also available on [FVAP.gov](http://FVAP.gov). For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on [FVAP.gov](http://FVAP.gov). Please print in black ink.

**Classification**  
Make only 1 selection:  
(In most States, you must be absent from your voting district to use this form.)

1 I request an absentee ballot for all elections in which I am eligible to vote **AND**:  
☐ I am a member of the Uniformed Services or Merchant Marine on active duty **OR** ☐ I am their spouse or dependent.  
☐ I am a U.S. citizen residing outside the U.S., and I intend to return.  
☐ I am a U.S. citizen residing outside the U.S., and I do not intend to return.  
☐ I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).  
☐ I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).  
 To vote in primary elections, your State may require you to specify a political party:

**Political Party** 2 To vote in primary elections, your State may require you to specify a political party: \_\_\_\_\_

**Your legal name** 3 Last name \_\_\_\_\_ Middle name \_\_\_\_\_ Suffix \_\_\_\_\_  
 First name \_\_\_\_\_  
 Previous name (if applicable) \_\_\_\_\_ Birth date \_\_\_\_\_

**Identification** 4 Sex ☐ M ☐ F Race \_\_\_\_\_  
 State Driver's License or ID \_\_\_\_\_  
**OR** Social Security Number \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_

**Contact information** 5 Email \_\_\_\_\_  
 Alternate Email \_\_\_\_\_ Email/Online ☐ Mail ☐ Fax ☐

**Ballot receipt** 6 I prefer to receive my ballot, as permitted by my State, by:  
 (rank from 1-3 in order of preference; be sure appropriate contact information is provided above)  
 Apt. # \_\_\_\_\_

**U.S. address for voting purposes** 7 Street Address (not P.O. Box) \_\_\_\_\_  
 City/Town/Village \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 County \_\_\_\_\_

**Address where you live now** 8 This is different from above.  
 Your voting materials will be sent here, unless you specify a forwarding address in Box 9.

**Additional requirements for your State** 9 Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov).

**Affirmation (REQUIRED):** I swear or affirm, under penalty of perjury, that:  
 • I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and I am at least 18 years of age (or will be by the day of the election);  
 • I am a U.S. citizen, and I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated;  
 • I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S.;  
 • My signature and date herein indicate when I completed this document.  
 The information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

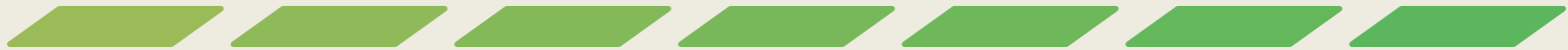
Signature \_\_\_\_\_  
 Today's date \_\_\_\_\_  
 Witness signature (date if required by your State. See the Voting Assistance Guide on [FVAP.gov](http://FVAP.gov)).  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Standard Form 76 (Rev. 08-2011)

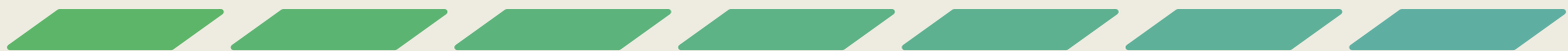
- Federal Post Card Application (FPCA)
  - Registration Deadline waived
  - Last known address
  - AV Application too
- Other forms OK

# MILITARY AND OVERSEAS VOTERS APPLICATION PROCESS

FPCA or any other acceptable AV application



Honor for every election in the calendar year



Send ballot even if not registered with a registration form



Tracking in QVF or EMP required








# MILITARY AND OVERSEAS VOTERS ELECTRONIC TRANSMISSION OF BALLOTS

**Elections Management Portal**

Welcome, PAWPAWTWPX  
Inbox: 77 | My Profile | Sign Out

Voter Status: **Active**

Voter Information | AV Information

 Edit  Signature  Dymo Label  MOVE Ballot **1**

Voter ID: 01234567  
Full Name: PHILIP CARTER MCQVF  
County: VAN BUREN  
School District: PAW PAW PUBLIC SCHOOLS  
Address: 406 N LAGRAVE ST PAW PAW MI 49079  
Email: MILITARYVOTER@ARMEDFORCES.COM

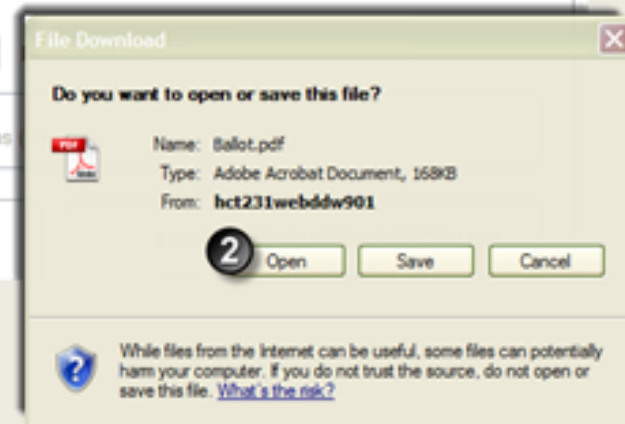
DLN: M123456789012  
DOB: 3/8/1980  
Jurisdiction: PAW PAW TOWNSHIP  
Precinct: 00001

e-Mail, fax,  
postal mail

45 day  
requirement

EMP Ballot  
(can be  
postal  
mailed!)

Ballot  
tracking  
required



- Must apply for AV
- Count if ballot sent is not returned
- Valid for all offices
- Candidate name or political party
- Must be duplicated

[illegible]

# MILITARY AND OVERSEAS VOTERS

## OTHER TIPS



FVAP.gov

Verify  
addresses  
with FVAP or  
via email



Ballots and  
FWABs may  
**NOT** be  
submitted  
by fax or  
email



U.S. Postage Paid  
39 USC 3406

PAR AVION

Use postage  
paid  
envelopes



Protected  
Voters are a  
priority



MERIT MAIL

Check MERIT  
email



# CHAPTER 8

## ABSENT VOTER COUNTING BOARDS - STRUCTURE

A board of election inspectors utilized to count absentee ballots outside of the precinct

### Election Commission:

- Establishes board
- Appoints inspectors
- Determines location
- Sets Election Day start time

### Election Inspectors & Challengers:

- Sequestered until 8 p.m.
- Extra oath
- No cell phones

# ABSENT VOTER COUNTING BOARDS PROCESS

Review applications & envelopes

Open return envelope, verify ballot number,  
& record on AV List or AV Pollbook

Remove ballot stub from ballot keeping in  
the secrecy sleeve

Tabulate the ballots

# ABSENT VOTER COUNTING BOARD TROUBLESHOOTING



Maintain Secrecy

Note missing ballots

Ballot numbers that don't  
agree must be challenged

Review rejected ballots

Don't tabulate all ballots  
before 8 p.m.

# CHAPTER 9

## ELECTION BALLOTS

### Ballot Proofing

- County Election Commission
- Local Clerks
- Candidates
- Bureau of Elections (as to form, not names and offices)

### Name Rotation Required

- Non-Partisan Primary Ballot
- Non-Partisan General Ballots
- Partisan Primary Ballots

### Office Order

# CHAPTER 10

## PREPARATION OF VOTING EQUIPMENT



### AutoMARK

- Ensure the AutoMARK is properly recording votes
- Preliminary Test

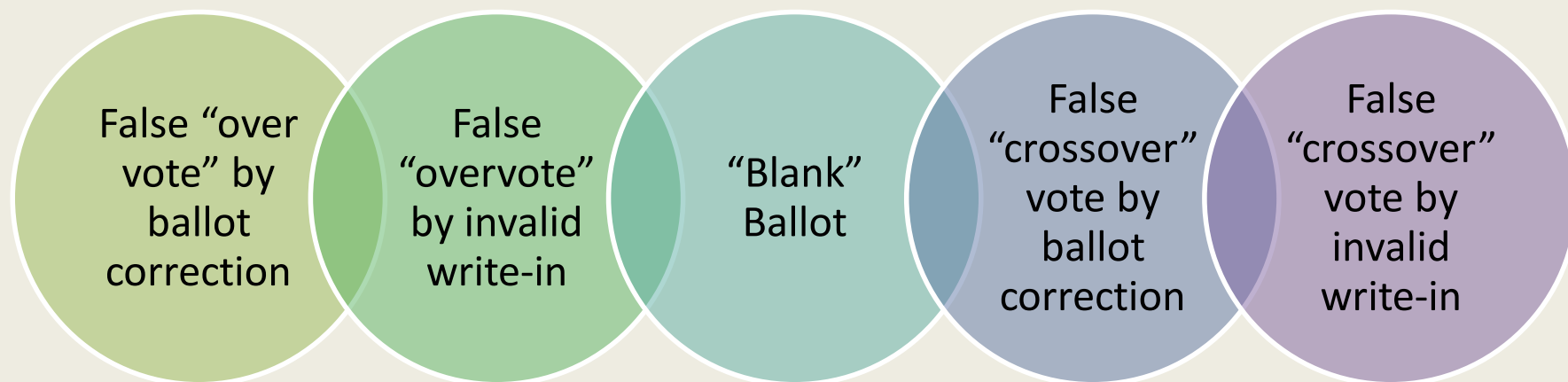


### Tabulator

- Ensure Tabulator is properly counting ballots
- Create a “test deck”
- Preliminary Test
- Public Test

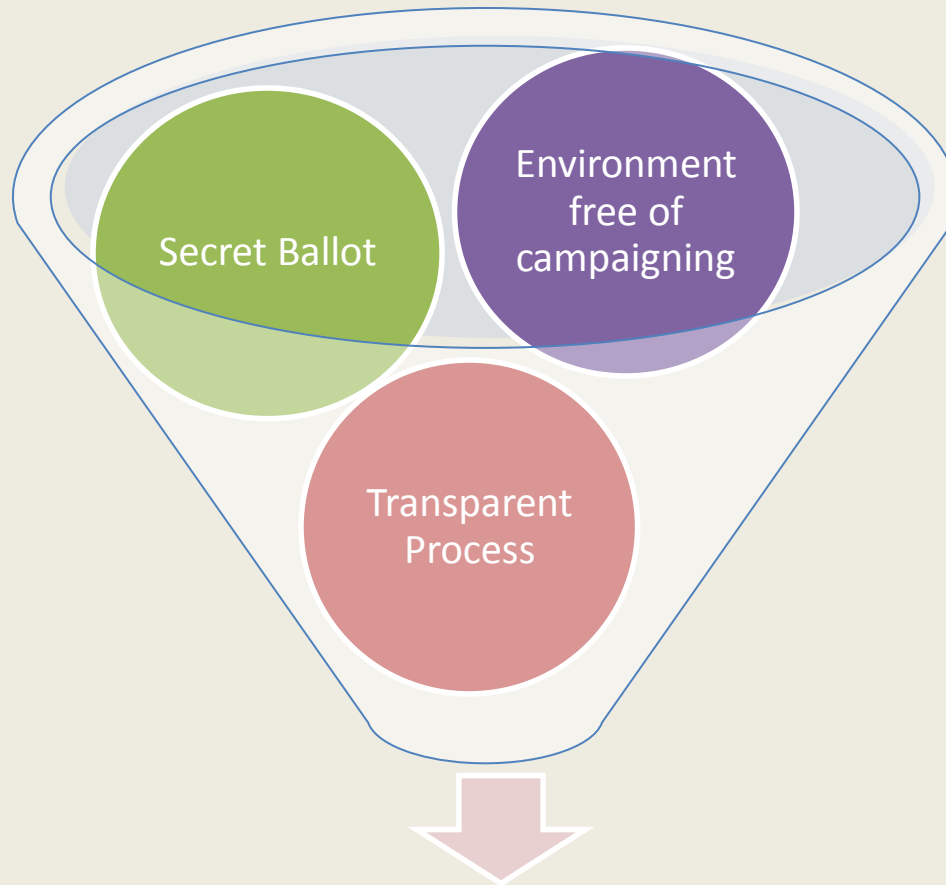


# PREPARATION OF VOTING EQUIPMENT TABULATOR PROGRAMMING



# CHAPTER 11

## ELECTION DAY ISSUES



Maintaining Order

# ELECTION DAY ISSUES HANDLING EMERGENCIES

Take  
direction  
from local  
law  
enforcement

Notify  
Bureau of  
Elections

Court order  
required to  
extend  
polling hours

Within your jurisdiction

Do not take  
action

Await  
direction  
from Bureau  
of Elections

Outside your jurisdiction

# ELECTION DAY ISSUES

## ‘MISSING’ VOTER REGISTRATIONS

[View Video](#)

# ELECTION DAY ISSUES

## PROVISIONAL BALLOTS CLERK REVIEW

### Authorizing election inspector on Election Day

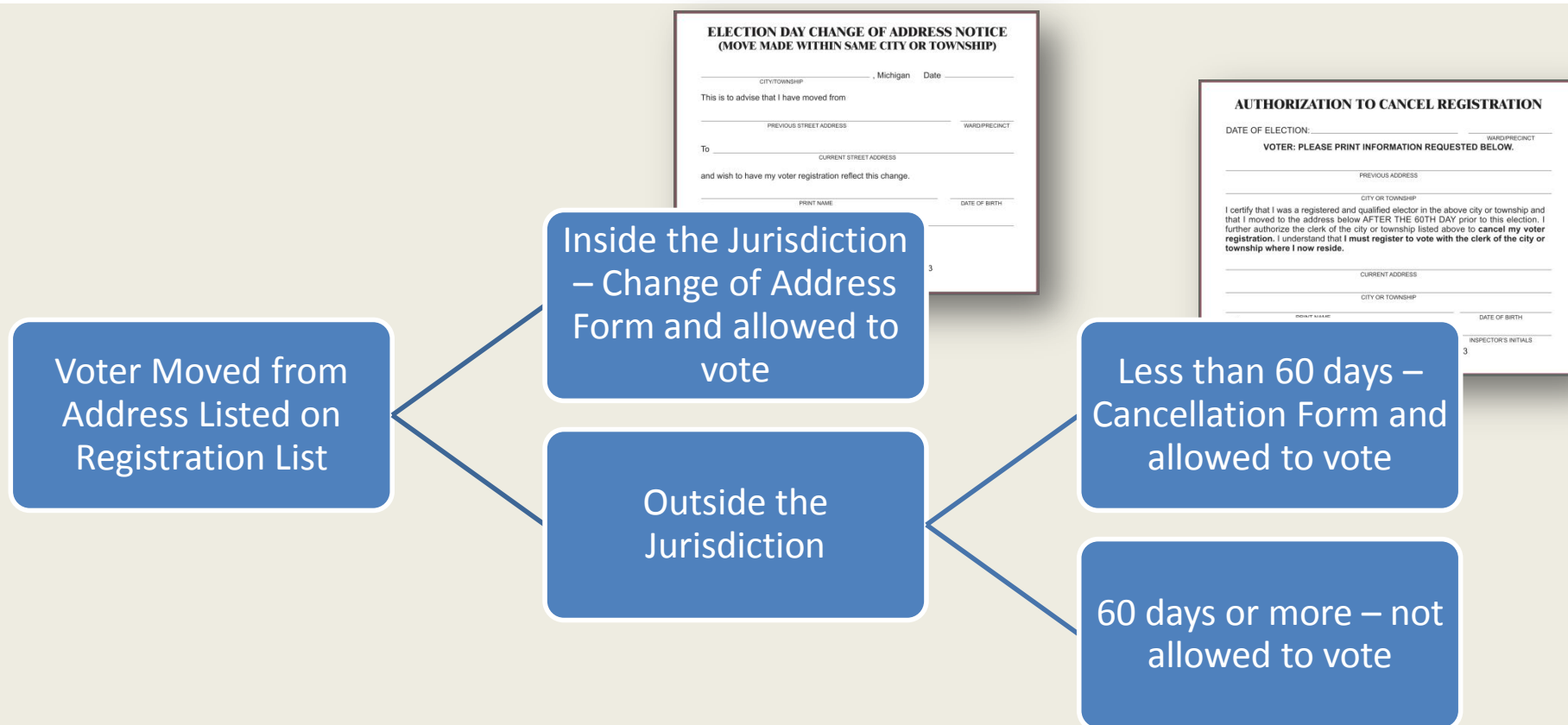
- Check master cards
- Check EMP
- Check Outstanding or Rejected Registrations

### 6-Day Post Election Evaluation

- Double check items listed above
- Call QVF Help Desk
- Allow voter to bring in missing information

# ELECTION DAY ISSUES

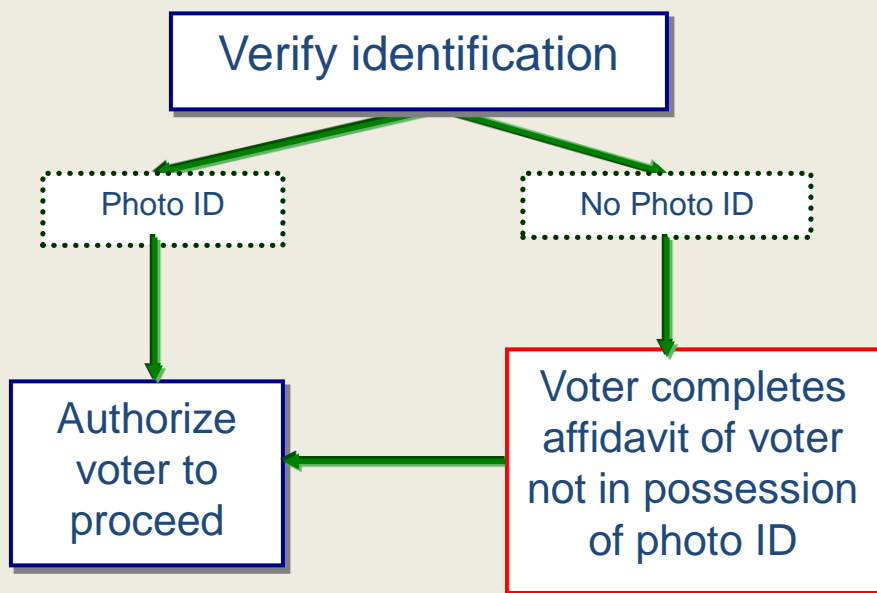
## VOTERS WHO HAVE MOVED



# ELECTION DAY ISSUES

## PHOTO ID REQUIREMENT

Driver's License \* State Personal ID \* Federal or State Issued ID \* US Passport \*  
Military ID \* Student ID \* Tribal ID



**AFFIDAVIT OF VOTER NOT IN POSSESSION  
OF PICTURE IDENTIFICATION**

I, \_\_\_\_\_ hereby affirm that I am  
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER:   X  

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

---

**To be completed by Election Inspector**

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_.

I certify that the elector named above has completed the above affidavit in my presence.

  X    
Signature of Election Inspector

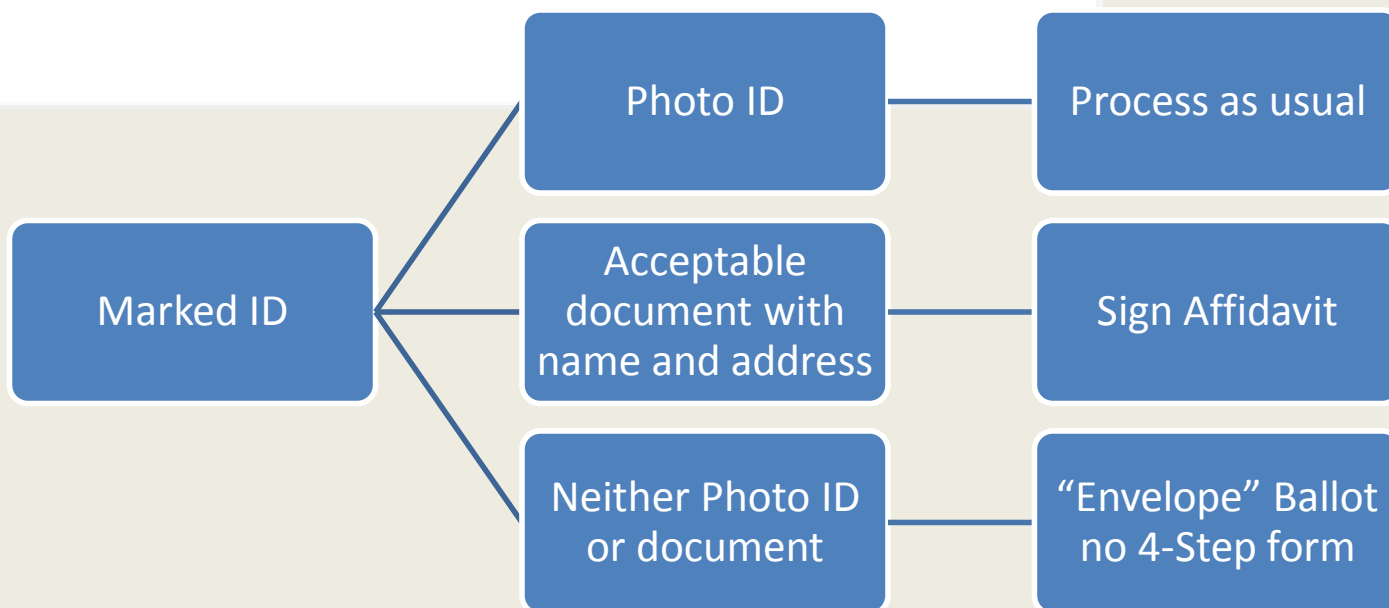
If voter's identity is in question, process as "Envelope" ballot without 4-step form.

# ELECTION DAY ISSUES

## FEDERAL IDENTIFICATION REQUIREMENT

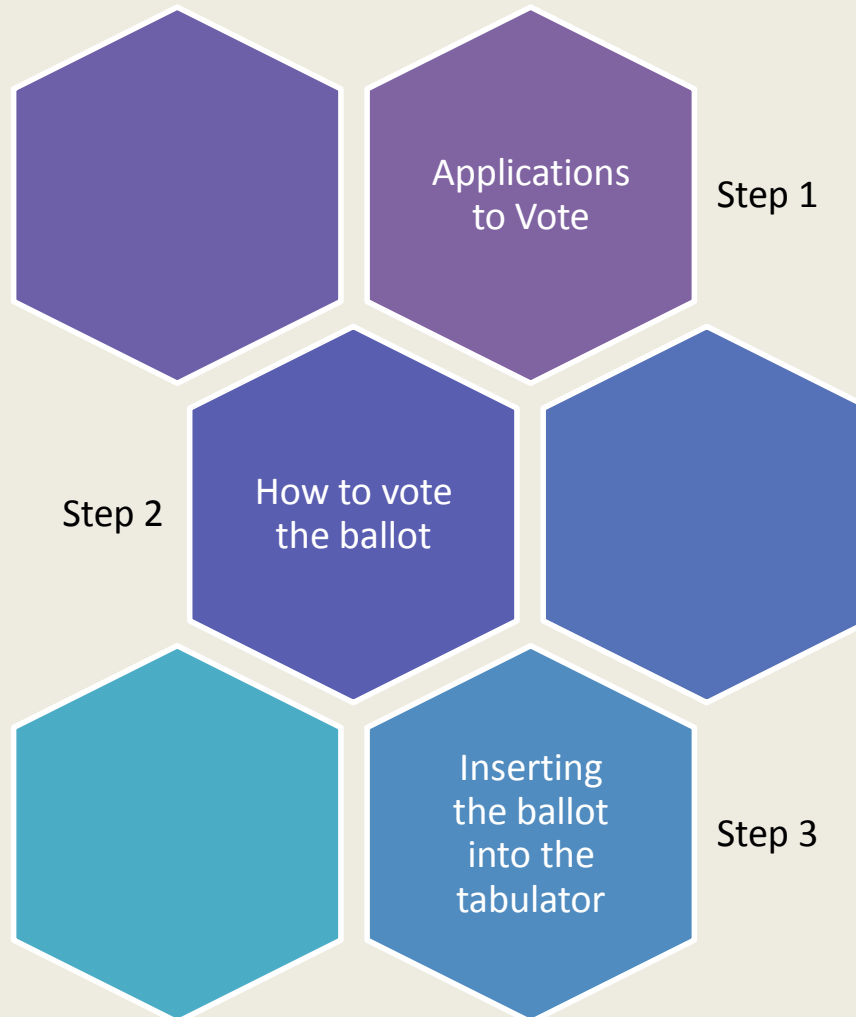
Must show ID before voting (Federal Requirement).

VOTING STATUS: Did not vote in precinct.



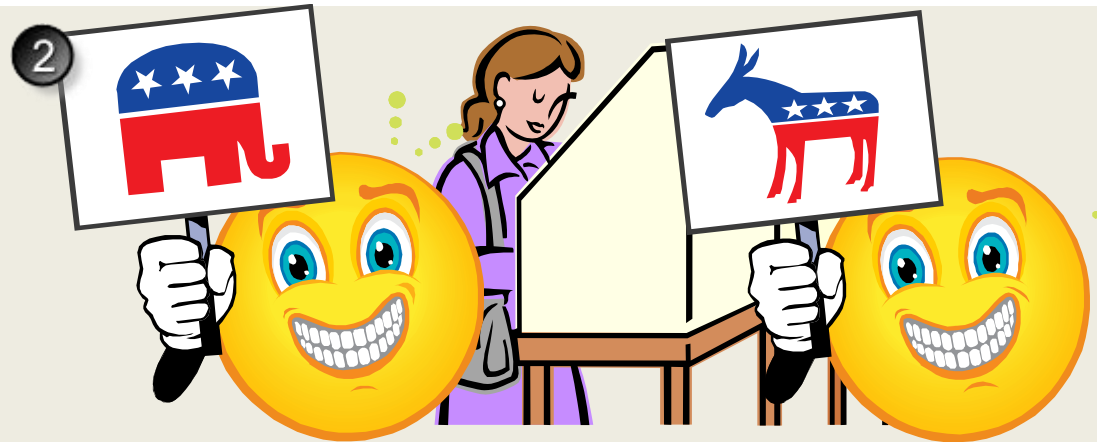


# ELECTION DAY ISSUES INSTRUCTING VOTERS



# ELECTION DAY ISSUES

## ASSISTING VOTERS



3

Are you requesting assistance to vote by reason of blindness, disability or inability to read or write? = YES



Are you the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs? = NO



Assistant allowed

# ELECTION DAY ISSUES CAMPAIGNING

104-105

[View Video](#)

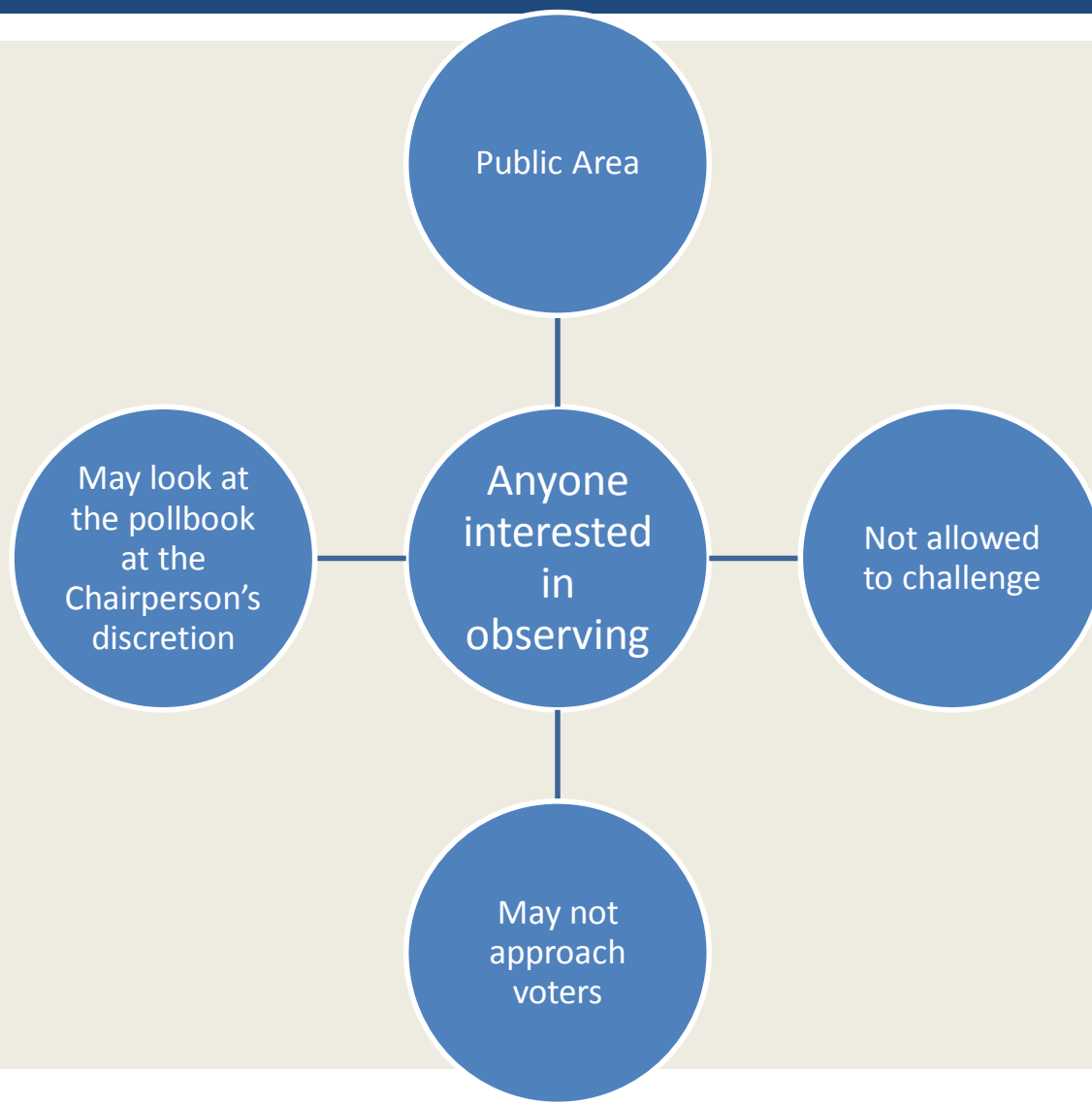
# ELECTION DAY ISSUES

## CHALLENGERS AND THE CHALLENGE PROCESS

[View Video](#)

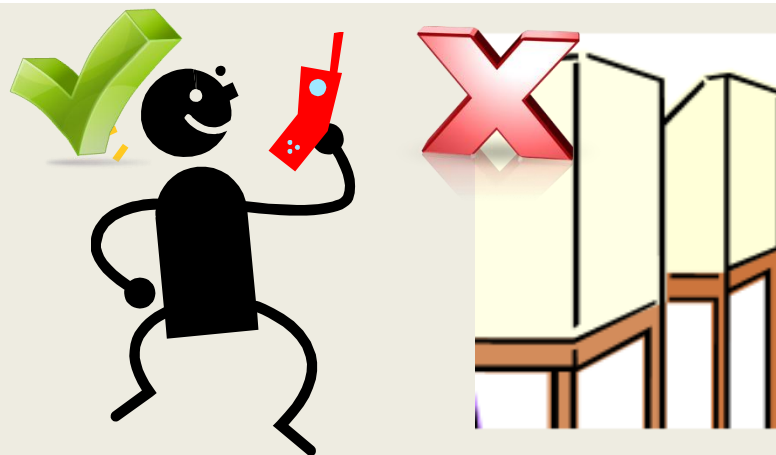
# ELECTION DAY ISSUES

## POLLWATCHERS



# ELECTION DAY ISSUES

## ELECTRONICS IN THE PRECINCT



# ELECTION DAY ISSUES

## EXIT POLLSTERS

20 foot from the entrance

Not allowed in the building

Not allowed to question voters upon entrance

# ELECTION DAY ISSUES

## TABULATOR ISSUES

10 Foot Rule

Rejected Ballots –  
maintain secrecy

Use scripts provided





# ELECTION DAY ISSUES

## OTHER

- Minor children allowed
- Ballot shortage

[View Video](#)

# CHAPTER 12

## PRECINCT CANVASS – CLOSING THE POLLS




Announce polls closed

All voters in line  
allowed to vote

Precinct remains open  
to the public

Pollbook Checklist

Tabulator Totals Tapes

Ballot Summary

Recording of Seals

Election Inspectors'  
Signatures

Voted ballots

Unvoted ballots

Spoiled & Original  
ballot envelopes

Certificate signed and  
seal number recorded

Properly sealed

# PRECINCT CANVASS – CLOSING THE POLLS STORAGE ENVELOPES

125-127

The image displays various forms used for closing the polls and storing ballots in Michigan. At the top, three storage envelopes are shown, each with a 'NOTE TO INSPECTORS' and a list of items to be placed inside. Below these is a large red envelope featuring the Michigan State Seal and the text 'ELECTION STATE OF MICHIGAN'. At the bottom, two more envelopes are shown: one for absentee voters and one for provisional ballots, both addressed to the local clerk.

**Envelope 1:**

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal.

**PLACE IN THIS ENVELOPE 1**

- ✓ ONE (1) POLL BOOK  
(Attach Tabulation Tape and Provisional Language (if any) to back Copy of Statement of Votes (Sections 1 & 2 on back of Poll Book).)
- ✓ ONE (1) LIST OF DELEGATES ELECTED
- ✓ QVF - LIST OF VOTERS (if Required)

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(Name of Jurisdiction)

\_\_\_\_\_  
(Name/Phone)

COUNTY OF \_\_\_\_\_ MICHIGAN

**TO:**

\*\*\*\*\*

**Envelope 2:**

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal.

**PLACE IN THIS ENVELOPE 2**

- ✓ ONE (1) STATEMENT OF VOTES  
(Attach Tabulation Tape and Provisional Language (if any) Attached.)

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(Name of Jurisdiction)

**Envelope 3:**

**PLACE IN THIS ENVELOPE 3**

- ✓ ONE (1) STATEMENT OF VOTES  
(Attach Tabulation Tape and Provisional Language (if any) Attached.)
- ✓ APPLICATIONS TO VOTE
- ✓ ZERO TOTALS TAPE

\_\_\_\_\_  
(Date of Election)

**CLERK'S RECORD ONLY  
DESTROY AFTER**

\_\_\_\_\_  
(Date)

**CLERK**

\*\*\*\*\*

**Red Envelope:**

STATE OF MICHIGAN  
ELECTION STATE  
ELECTION

**Envelope 4 (Absentee Voters):**

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal.

**PLACE IN THIS ENVELOPE AV**

- ✓ ASSESS VOTER APPLICATIONS
- ✓ ASSESS VOTER ENVELOPES
- ✓ LIST OF ASSESS VOTERS

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(City, Township, Village or School District)

\_\_\_\_\_  
(Name/Phone)

COUNTY OF \_\_\_\_\_ MICHIGAN

**TO: LOCAL CLERK**

\*\*\*\*\*

**Envelope 5 (Provisional Ballots):**

**PLACE IN THIS ENVELOPE**

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal.

Provisional Ballot Instruction Forms  
Voter Registration Applications  
Provisional Ballot Security Envelopes

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(City, Township, Village or School District)

\_\_\_\_\_  
(Name/Phone)

COUNTY OF \_\_\_\_\_ MICHIGAN

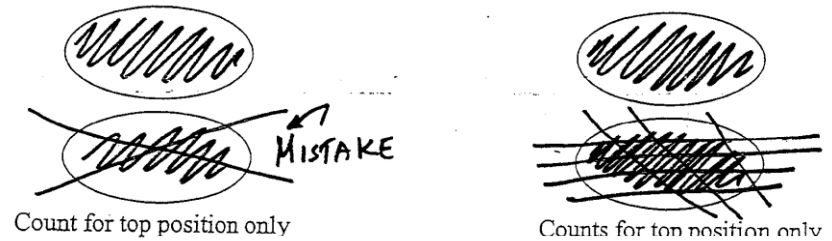
**TO: LOCAL CLERK**

# PRECINCT CANVASS – CLOSING THE POLLS PROCESSING FALSE READS

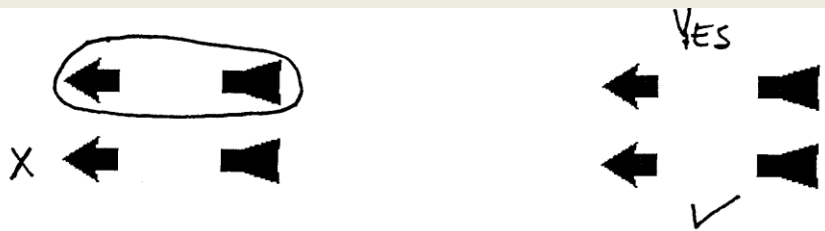
128-130



Valid Markings



Corrections



Invalid Markings

Candidate A



Candidate B



Candidate C



Counts for top two positions only

Stray Marks

# PRECINCT CANVASS – CLOSING THE POLLS

## FALSE READS – DUPLICATION REQUIRED

### False Overvote – Ballot Correction

**GOVERNOR AND LIEUTENANT GOVERNOR**  
(Vote for not more than ONE)

DICK POSTHUMUS LOREN BENNETT ☒ X

REPUBLICAN

JENNIFER M. GRANHOLM JOHN D. CHERRY, JR. ☐

DEMOCRATIC

DOUGLAS CAMPBELL ADRIANNA BUONARROTI ☐

GREEN

JOSEPH M. PILCHAK CLARA C. PILCHAK ☐

U.S. TAXPAYERS

Write-in

### Properly Duplicated

**GOVERNOR AND LIEUTENANT GOVERNOR**  
(Vote for not more than ONE)

DICK POSTHUMUS LOREN BENNETT ☐

REPUBLICAN

JENNIFER M. GRANHOLM JOHN D. CHERRY, JR. ☐

DEMOCRATIC

DOUGLAS CAMPBELL ADRIANNA BUONARROTI ☐

GREEN

JOSEPH M. PILCHAK CLARA C. PILCHAK ☐

U.S. TAXPAYERS

Write-in

### False Overvote – Invalid Write-In

**STATE SENATOR 10th DISTRICT**  
(Vote for not more than ONE)

REPUBLICAN STEVE RICE ☒

DEMOCRATIC MICHAEL SWITALSKI ☐

LIBERTARIAN SCOTT W. ALLEN ☐

CAROLYN CELETTI ☐

NO PARTY AFFILIATION

Mickey Mouse ☒

Write-in

### Properly Duplicated

**STATE SENATOR 10th DISTRICT**  
(Vote for not more than ONE)

REPUBLICAN STEVE RICE ☐

DEMOCRATIC MICHAEL SWITALSKI ☐

LIBERTARIAN SCOTT W. ALLEN ☐

CAROLYN CELETTI ☐

NO PARTY AFFILIATION

Write-in

**GOVERNOR AND LIEUTENANT GOVERNOR**  
(Vote For Not More Than ONE (1))

DICK POSTHUMUS LOREN BENNETT ☒ X

REPUBLICAN

JENNIFER M. GRANHOLM JOHN D. CHERRY, JR. ☐

DEMOCRATIC

DOUGLAS CAMPBELL ADRIANNA BUONARROTI ☐

GREEN

JOSEPH M. PILCHAK CLARA C. PILCHAK ☐

U.S. TAXPAYERS

Write-in

**GOVERNOR AND LIEUTENANT GOVERNOR**  
(Vote For Not More Than ONE (1))

DICK POSTHUMUS LOREN BENNETT ☐

REPUBLICAN

JENNIFER M. GRANHOLM JOHN D. CHERRY, JR. ☐

DEMOCRATIC

DOUGLAS CAMPBELL ADRIANNA BUONARROTI ☐

GREEN

JOSEPH M. PILCHAK CLARA C. PILCHAK ☐

U.S. TAXPAYERS

Write-in

**REPRESENTATIVE IN STATE LEGISLATURE 19TH DISTRICT**  
(Vote For Not More Than ONE (1))

JOHN R. PASTOR ☒

REPUBLICAN

KERRY L. LOWRY ☒

DEMOCRATIC

MIKE SHESTERKIN ☒

LIBERTARIAN

Mickey Mouse ☒

Write-in

**REPRESENTATIVE IN STATE LEGISLATURE 19TH DISTRICT**  
(Vote For Not More Than ONE (1))

JOHN R. PASTOR ☐

REPUBLICAN

KERRY L. LOWRY ☐

DEMOCRATIC

MIKE SHESTERKIN ☐

LIBERTARIAN

Write-in

# PRECINCT CANVASS – CLOSING THE POLLS SEALING CONTAINERS

134-136



# PRECINCT CANVASS – CLOSING THE POLLS RECEIVING BOARDS

136-137

## Use is mandatory

Election  
Commission  
establishes by  
resolution

Election Commission appoints receiving  
board inspectors – 1 from each major  
political party

Election inspectors deliver  
supplies to the receiving  
board at the end of the  
night

Receiving Board Inspectors  
complete checklist to  
ensure precinct will be  
recountable

# PRECINCT CANVASS – CLOSING THE POLLS RECEIVING BOARD CHECKLIST

136-137

Required - ensures  
recountability



Optional – ensures a good  
canvass and audit



Receiving Board Guide  
Provided by the Michigan Bureau of Elections  
Updated as of 10.17.2012

### Receiving Board Checklist

Jurisdiction \_\_\_\_\_ Precinct \_\_\_\_\_ Election Date \_\_\_\_\_

**Required:**

- ☐ Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- ☐ Confirm the ballot container is sealed properly
- ☐ Confirm the seal number was recorded properly
- ☐ Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

**Other beneficial items to review for a successful Canvass:**

<p><b>Poll Book</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clerk's Preparation Certificate completed and signed</li> <li><input type="checkbox"/> Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened</li> <li><input type="checkbox"/> All inspectors subscribed to the Constitutional Oath of Office</li> <li><input type="checkbox"/> Oath administrator signed</li> <li><input type="checkbox"/> No lines skipped on the List of Voters</li> <li><input type="checkbox"/> All spoiled, affidavit, envelope, challenged, and AV ballots noted</li> <li><input type="checkbox"/> Ensure proper recording of write-in votes or a notation of none when applicable</li> <li><input type="checkbox"/> Ensure proper recording of challenges</li> <li><input type="checkbox"/> Ensure remarks were recorded</li> <li><input type="checkbox"/> Certificate of Election Inspectors completed and signed by inspectors present when polls closed</li> <li><input type="checkbox"/> Ballot summary is completed and totals are accurate</li> <li><input type="checkbox"/> Ballot container seal number is properly recorded</li> </ul>	<p><b>Ballot Container Certificate</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation</li> <li><input type="checkbox"/> Seal number properly recorded</li> </ul> <p><b>Program Container Certificate</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation</li> <li><input type="checkbox"/> Seal number properly recorded</li> </ul> <p><b>Statement of Votes (3 copies required)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Totals tape signed by inspectors present when poll closed</li> <li><input type="checkbox"/> Text of proposals attached</li> <li><input type="checkbox"/> Write-in votes totaled (if necessary)</li> <li><input type="checkbox"/> Seal number of ballot container recorded properly</li> <li><input type="checkbox"/> Seal number signed by two inspectors of differing party affiliation</li> <li><input type="checkbox"/> Signatures of all inspectors present when polls closed</li> </ul>
--	--

☐ After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

\_\_\_\_\_  
Republican Receiving Board Inspector

\_\_\_\_\_  
Democratic Receiving Board Inspector



# CHAPTER 13

## APPOINTING & TRAINING ELECTION INSPECTORS

### Qualifications

Registered voter in the State

Must declare a party preference

16 or 17 year olds allowed

Cannot be a felon or convicted of an election crime

Cannot be an "immediate family" member of a candidate

### Appointment

Made by Election Commission

At least one person of each major political party

At least three members

Politically balance as near as possible

Appointments must be forwarded to the major political parties

# TRAINING ELECTION INSPECTORS



## County Clerk or Clerk with population over 10,000

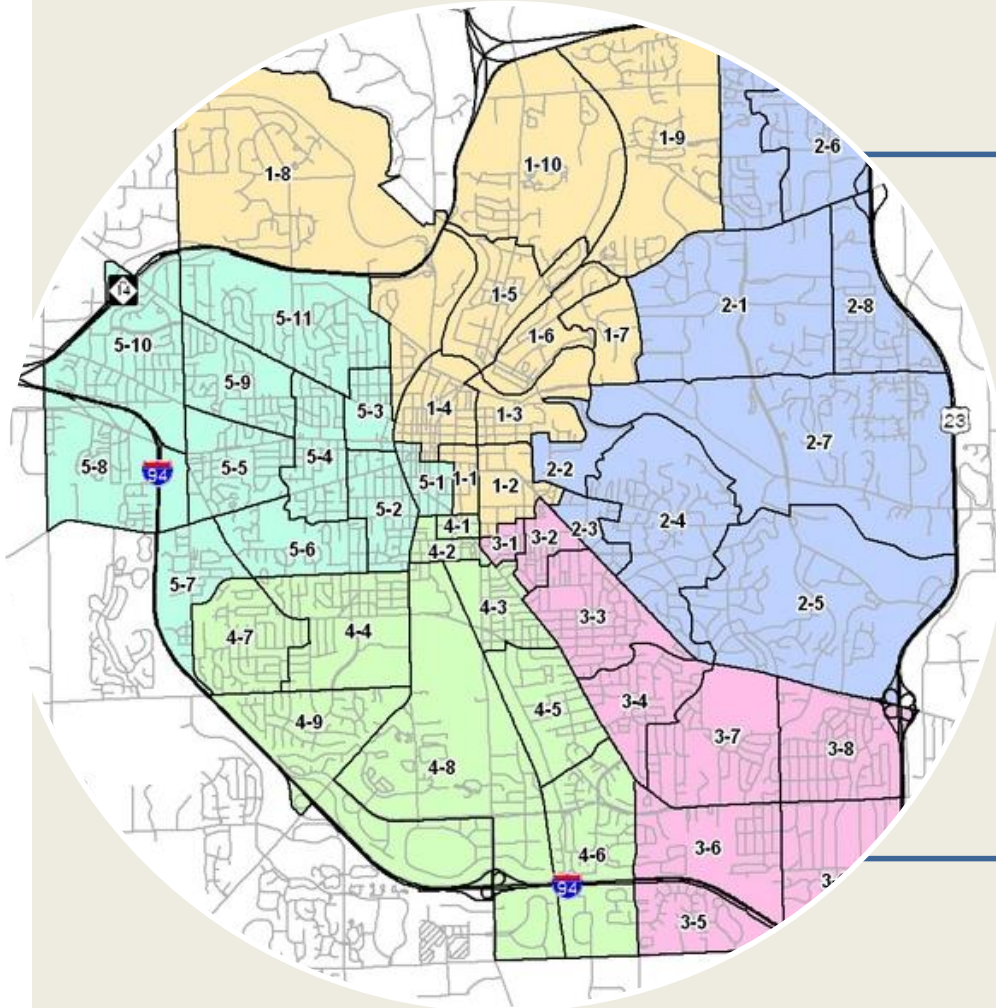
- Required to attend the BOE Train the Trainer course



## Election Inspectors

- Minimum of once every two years

# CHAPTER 14 - ESTABLISHING VOTING PRECINCTS & POLLING PLACES



Clearly  
observable  
boundaries

Not more than 2,999  
active registered  
voters

Local Election  
Commission  
approval  
and/or charter  
requirements

# PRECINCTS & POLLING PLACES

## ESTABLISHING POLLING PLACES

### Facilities that may be polling places

- Publicly owned or controlled facility
- Non-profit facility 501(c)3
- Facility in which 150 persons reside

### Other Considerations

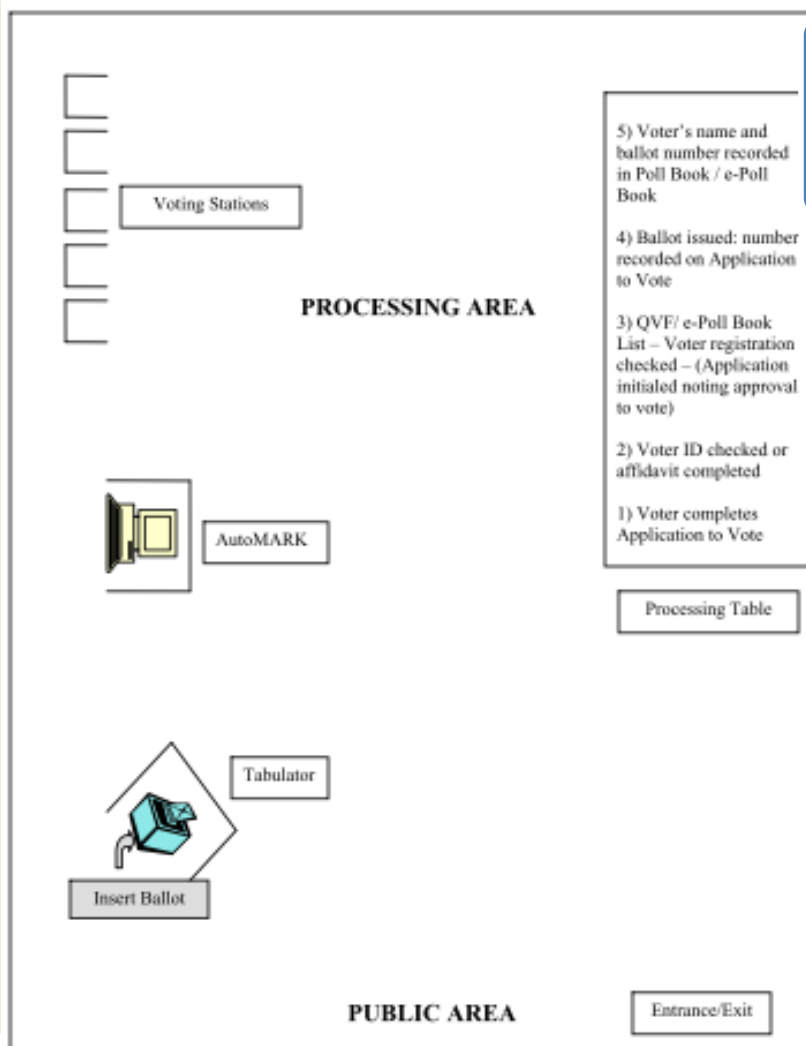
- Must be accessible
- One facility may house up to 6 pcts
- May not be moved less than 60 days prior to an election
- Review logistics such as parking and room size
- Voters must be noticed

### Temporary Consolidations

- Multiple precincts in non-state elections
- No more than 5000 active registered voters
- Resolution by Election Commission
- Voters must be noticed unless in the same pct

# PRECINCTS & POLLING PLACES

## ARRANGING POLLING PLACES



Maintain Voter Privacy

Orderly Traffic Flow

Public Area

10 Foot Tabulator Rule

# CHAPTER 15

## ELECTION DATES & SCHOOL ELECTION COORDINATION

4th Tuesday

13 FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

www.2013calendardates.com

February

1<sup>st</sup> Tuesday after 1<sup>st</sup> Monday

13 MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

www.2013calendardates.com

May

1<sup>st</sup> Tuesday after 1<sup>st</sup> Monday

13 AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

www.2013calendardates.com

August

1<sup>st</sup> Tuesday after 1<sup>st</sup> Monday

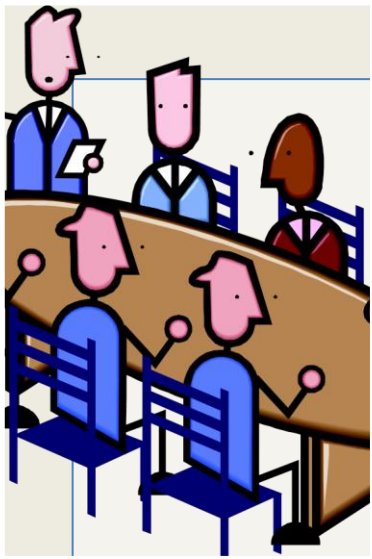
13 NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

www.2013calendardates.com

November

# SCHOOL ELECTION COORDINATION



## Coordinating Committees

- Opt-in vs. Opt-out
- Division of duties
- Reimbursement Costs

# ELECTION DATES - ALTERNATIVES



Cities may change City election date by resolution



Floater date available for School Districts





# CHAPTER 16

## ELECTION RELATED INFORMATION



Close of  
Registration

Election

Public  
Accuracy Test

Public Notices

# ELECTION RELATED INFORMATION

Tie Votes

Document Retention

Post-Election Access to Voted Ballots

# CHAPTER 17

## LEGAL REMEDIES

### RECOUNTS

#### Request

- Notarized Statement alleging error and identifying precincts
- \$10 deposit for each precinct
- Submit to Clerk of Board of Canvassers that certified

#### Process

- Ballot Containers reviewed
- Physical count of ballots
- Physical count of votes

# CHAPTER 18

## RECALL PROCESS

### Clarity/Factual Review

Recall  
Petitions Filed  
at the County  
Level

Notification  
Requirements

Conduct of  
Meeting

Appeal  
Process

# RECALL PROCESS



## Petition Process

- Form
- Circulation
- Signers & Number of Signatures
- Acceptance
- Review
- Signature Challenges
- Final Petition Review
- Election

# ELECTION OFFICIALS' ACCREDITATION QUESTIONS & ANSWERS

